

**SELF-SERVICE CENTER  
PROCEDURES:  
HOW TO FILE A RESPONSE WITH THE COURT**

**STEP 1:** Make 4 copies of the ***“Response”*** and the ***“Response to Child Support Information Form”*** after you have filled them out.

**STEP 2:** **SEPARATE YOUR DOCUMENTS INTO FOUR (4) SETS:**

<b>SET 1A - <u>ORIGINALS</u> FOR CLERK OF COURT:</b> <ul style="list-style-type: none"><li>• <b><i>“Response”</i></b></li><li>• <b><i>“Response to Child Support Information Form”</i></b></li></ul>	<b>SET 2 - <u>COPIES</u> FOR SPOUSE:</b> <ul style="list-style-type: none"><li>• <b><i>“Response”</i></b></li><li>• <b><i>“Response to Child Support Information Form”</i></b></li></ul>
<b>SET 1B - <u>COPIES</u> FOR CLERK OF COURT</b> <ul style="list-style-type: none"><li>• <b><i>“Response”</i></b></li><li>• <b><i>“Response to Child Support Information Form”</i></b></li></ul>	<b>SET 3 - <u>COPIES</u> FOR JUDGE:</b> <ul style="list-style-type: none"><li>• <b><i>“Response”</i></b></li><li>• <b><i>“Response to Child Support Information Form”</i></b></li></ul>
	<b>SET 4 - <u>COPIES</u> FOR YOU:</b> <ul style="list-style-type: none"><li>• <b><i>“Response”</i></b></li><li>• <b><i>“Response to Child Support Information Form”</i></b></li></ul>

**STEP 3:** **FILE THE PAPERS AT THE COURT:**

**GO TO:** **GO TO THE COURT TO FILE YOUR PAPERS:** The court is open from 8am-5pm, Monday-Friday. You should go to the court at least **two hours** before it closes. You may file your court papers at the following Superior Court locations:

The Clerk of the Superior Court  
Central Court Building  
201 West Jefferson, 1st floor  
Phoenix, Arizona 85003

The Clerk of the Superior Court  
Southeast Court Complex  
222 East Javelina Drive, 1st floor  
Mesa, Arizona 85210

The Clerk of the Superior Court  
Northwest Court Complex  
14264 West Tierra Buena Lane  
Surprise, Arizona 85374

**FILE:** Go to the Clerk of the Court filing counter to file your documents.

**FEES:** There is a filing fee for all Responses - \$191.00. If you are entitled to a deferral, you may request a deferral of the filing fees at the time you file your papers with the Clerk of the Court. The Self-Service Center and the Filing Counter have the deferral forms.

**PAPERS:** Hand the **originals** and **all four (4) sets of copies** of your court papers to the Clerk along with cash or a money order for the filing fee of \$191.00

**MAKE SURE YOU GET BACK THE FOLLOWING FROM THE CLERK:**

- ✓ Your set of copies
- ✓ Your spouse's set of copies
- ✓ The judge's set of copies

**STEP 4:** Keep one copy for yourself, and mail or hand-deliver the other copy to the other person (or the person's attorney, if he/she is represented by an attorney. If the person is represented by an attorney, the attorney's name and address will be on the Petition in the upper left hand corner.) Mail one copy to the judge assigned to the case. If you do not know the name of the judge assigned to your case go to Family Court Administration or call Family Court Administration at 602-506-1561 or 602-506-7879.

**STEP 5:** **What will happen next.**

1. Depending on your Response contained in the Child Support Information form, you may be required to attend a hearing or conference. If a hearing is set, you will receive a notice from the court. You must come to that hearing or conference.
2. You will receive an Order from the court telling you and the other party to come to a DCM Conference. You **must** come to that conference.